

Agenda Item	7.
Report No	CC/20/19

## HIGHLAND COUNCIL

**Committee:** Caithness Committee

**Date:** 19 November 2019

**Report Title:** Pennyland Primary Safer Routes to School

**Report By:** Executive Chief Officer Customer and Communities

### 1 Purpose/Executive Summary

- 1.1 This report invites Members to approve the traffic calming measures proposed for Trostan Road and Castlegreen Road, Thurso, to which there are four outstanding objections. The proposed traffic calming features are on the route to Pennyland Primary School and are proposed as part of their Safer Routes to School Scheme.

### 2 Recommendations

2.1 Members are invited to:-

- Approve the raised table traffic calming feature proposed for Trostan Road, Thurso; and
- Approve the raised table traffic calming feature proposed for Castlegreen Road, Thurso.

### 3 Implications

- 3.1 Resource – There are no resource implications as the proposal is being funded through the Cycling Walking Safer Streets Grant.
- 3.2 Legal - There are no legal obligations.
- 3.3 Community (Equality, Poverty and Rural) – Lower vehicle speeds and creation of informal crossing points aim to reduce the risk to vulnerable road users.
- 3.4 Climate Change / Carbon Clever – Increasing the number of pupils using sustainable transport for the school journey will help to reduce carbon emissions.

3.5 Risk – There are no risk implications arising from this report.

3.6 Gaelic - There are no Gaelic implications.

## **4 Background**

4.1 As part of the ongoing Safer Routes to School programme the Council's Road Safety Team has been working with Pennyland Primary School to update their School Travel Plan. The aim of this work is to increase the number of pupils using sustainable transport for their school journey. The new School Travel Plan has highlighted crossing Trostan Road and Castlegreen Road as an area of concern for parents/carers and thus it is a barrier to the use of sustainable transport for the school journey.

4.2 Funding has been allocated for the implementation of the scheme during the current financial year from the Cycling Walking and Safer Streets grant.

## **5 Engineering proposals - Trostan Road**

5.1 The engineering proposals for Trostan Road consist of a Raised Table Crossing Point and the introduction of a one-way restriction which will allow vehicles to travel in a northerly direction only.

5.2 The proposed traffic calming feature (raised table) on Trostan Road was designed primarily to reduce vehicle speeds and create an informal crossing point for pupils. **Appendix 1** Plan showing the proposed raised table traffic calming/crossing location and one way for Trostan Road. **Appendix 2** Statement of Reasons – Trostan and Castlegreen Road.

## **6 Objections – Trostan Road**

6.1 Three objections were received during the consultation period for the Trostan Road proposals. Redesign of the scheme has resulted in one of the objections being withdrawn. A summary of the communication re. the outstanding objections is provided at **Appendix 3**. Copies of the objections and communications with Council Officers are provided at **Appendix 4**.

6.2 In view of the desire to progress with the proposed scheme this report is being brought to the Caithness Committee to seek approval for the installation of the traffic calming feature on Trostan Road.

## **7 Proposed Traffic Calming - Castlegreen Road**

7.1 It is proposed to install a Raised Table Crossing Point on Castlegreen Road.

7.2 This proposed traffic calming feature has been designed to reduce vehicle speeds and create an informal crossing point for pupils. **Appendix 5** show a plan of the proposed raised table traffic calming/crossing location.

## 8 Objections – Castlegreen Road

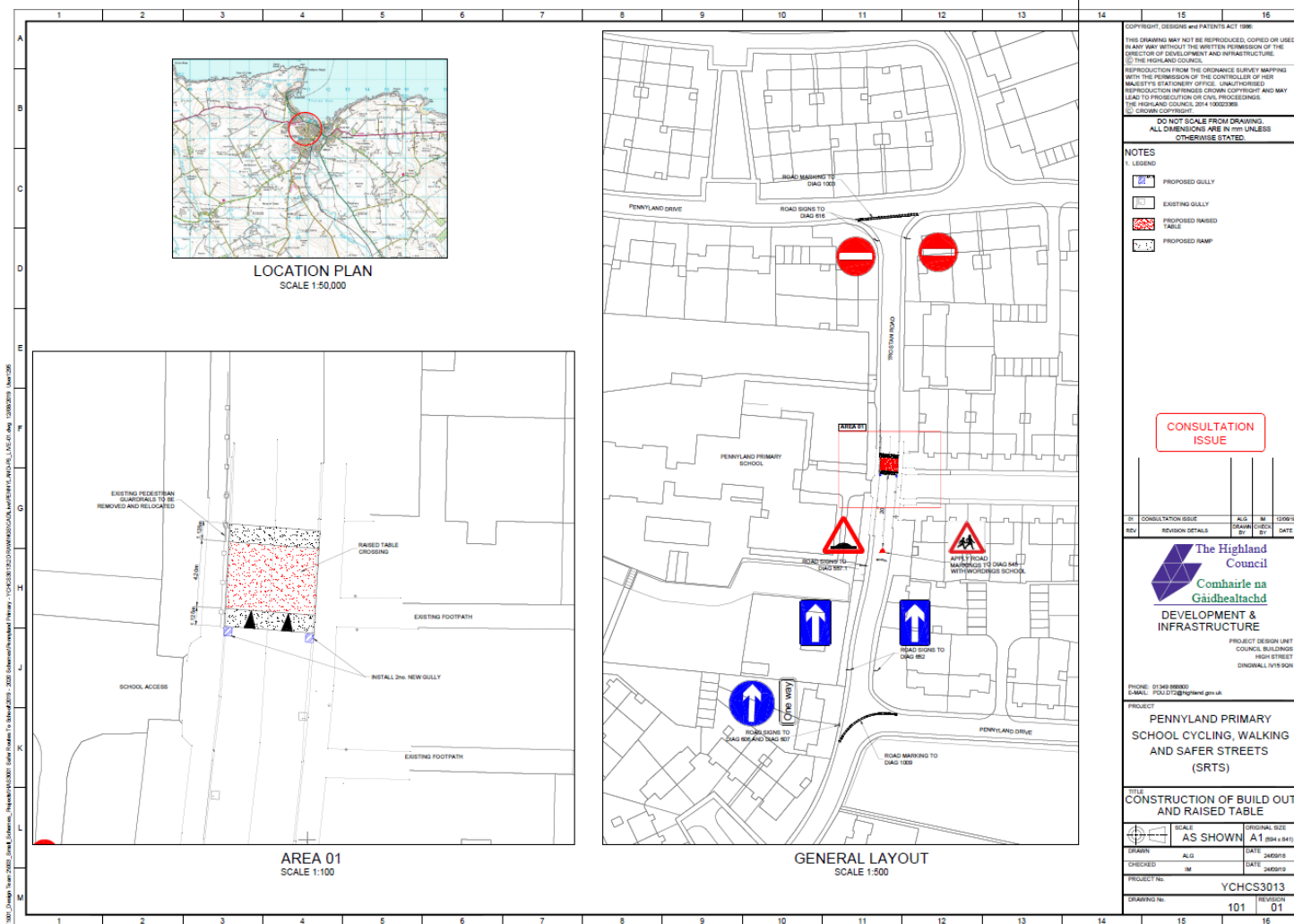
- 8.1 Five objections were received during the consultation period for the Castlegreen Road proposal. Redesign of the scheme has resulted in three of these objections being withdrawn. The further 2 complainants have failed to acknowledge the correspondence sent to them by Council officials via email and post. A summary of communication is provided at **Appendix 6**. Copies of the objections and communications with Council Officers are provided at **Appendix 7**.
- 8.2 In view of the desire to progress with the proposed scheme this report is being brought to the Caithness Committee to seek approval for the installation of the traffic calming feature on Castlegreen Road.

Designation: Executive Chief Officer Customer and Communities

Date: 1 November 2019

Author: Lisa MacKellaich, Road Safety Officer

### Proposed Safer Routes to School Plan Trostan Road



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**NOTES**  
 1. LEGEND  
 [Symbol] PROPOSED GULLY  
 [Symbol] EXISTING GULLY  
 [Symbol] PROPOSED RAISED TABLE  
 [Symbol] PROPOSED RAMP

**CONSULTATION ISSUE**

REV	CONSULTATION ISSUE	ALD	IM	DATE

**The Highland Council**  
**Comhairle na Gàidhealtachd**  
**DEVELOPMENT & INFRASTRUCTURE**  
 PROJECT DESIGN UNIT  
 COUNCIL BUILDINGS  
 HIGH STREET  
 DUNDEE DD1 1DA

PHONE: 01345 888000  
 EMAIL: POL107@highland.gov.uk

**PROJECT**  
 PENNYLAND PRIMARY SCHOOL CYCLING, WALKING AND SAFER STREETS (SRTS)

**TITLE**  
 CONSTRUCTION OF BUILD OUT AND RAISED TABLE

SCALE	ORIGINAL SIZE
AS SHOWN	A1 (841 x 594)

DESIGN	ALD	DATE

CHECKED	IM	DATE

PROJECT NO. YCHCS3013  
 DRAWING NO. 101 REVISION 01

**Statement of Reasons Pennyland Primary Safer Routes to School proposals  
for Trostan Road and Castlegreen Road**

**THE HIGHLAND COUNCIL PROPOSE TO IMPLEMENT A ONE WAY ON  
TROSTAN ROAD, THURSO, CONSTRUCT A RAISED TABLE UNCONTROLLED  
PEDESTRIAN CROSSING ON U4301 TROSTAN ROAD, THURSO AT  
PENNYLAND PRIMARY SCHOOL AND A RAISED TABLE UNCONTROLLED  
PEDESTRIAN CROSSING ON THE U4003 CASTLEGREEN ROAD.**

**Statement of Reasons**

In order to improve road safety for children walking and cycling to and from Pennyland Primary School.

## Summary of outstanding objections Trostan Road

Person/ Organisation	Date Objection Received	Date Objector was written to by Council	Summary	Officer Comment
Outstanding Objector 1	30.07.19	13.08.19 - email 11.09.19 - email 01.10.19 – letter  <i>No acknowledgement received</i>	Raised concerns regarding: <ul style="list-style-type: none"> <li>• Access to drive</li> <li>• Will proposed raised table affect any future planning permission for extension of their driveway?</li> <li>• Will raised table decrease property value?</li> </ul>	<ul style="list-style-type: none"> <li>• Narrowing on residents' side of the proposed raised table removed so raised table will now allow 2 way vehicle flow</li> <li>• Crossing located slightly further away from complainant's driveway</li> <li>• Planning permission not required for driveway extension</li> </ul>
Outstanding Objector 2	05.08.19	13.08.19 - email 11.09.19 - email 01.10.19 – letter  <i>Received tear off slip 07.10.19 stating they wish objection to stand</i>	Raised concerns regarding: <ul style="list-style-type: none"> <li>• Proposed railings restricting access to properties from Trostan Road side.</li> <li>• Impact on parking of Castlegreen Road Raised Table proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Railings removed from proposal and objector informed of this</li> <li>• Purpose of raised table is to slow vehicle speeds, create an informal crossing point and does not impact the parking area on Castlegreen Road as it links the 2 pavements and is not in front of the parking spaces.</li> </ul>

**Outstanding objections correspondence Trostan Road**

**Outstanding Objector 1**

**30.07.19 – email from objector**

Hi [REDACTED],

I spoke to [REDACTED] last week regarding my concerns with the changes to Trostan Road. I object to the railings that you have planned to be going up outside the grass of my property. This restricts access for my vehicle to parked on the grass when parents and teachers park at the residential parking outside my property. This then delays me from being able access my home due to the fact that parking is taken up by these teachers and parents until well after 4pm when I finish at 2.30pm every day. Also, this will further restrict access to any work men that require access to the terrace to do work. I further object the the speed bump/ ramp you have planned as it is the parking that is the issue in this area and not the speed of cars as it is already restricted to a 20 miles per hour zone when schools are in.

Regards,

[REDACTED]

**13.08.19 – first response to objector (email)**

Dear [REDACTED],

Many thanks for your email below and for calling in and speaking to [REDACTED] last week.

I can confirm that, following the concerns you have raised, we have now removed the proposed section of barrier on your property side of Trostan Road from the proposal as per the attached plan.

I can confirm that the introduction of the speed hump at this location has been proposed to alleviate the concerns that have been raised to us by the school and parents re the safety of pupils outside the school. They are concerned re the lack of an identified crossing point for the pupils and conflicting vehicle movements around the school entrance. The introduction of the raised table will provide a focussed crossing for pupils, vehicles and reduce vehicle speeds. This, in conjunction with the one way that has been proposed on this short section of road will go a long way to improving the school drop off/pick up arrangements as all traffic will be flowing in the same direction thus reducing vehicle conflict and, in conjunction with the proposed raised table, making crossing Trostan Road safer and easier for the pupils (and public).

I can confirm that the Elected Members, Community Council, Scottish Ambulance Service and Police Scotland are all in favour of the proposals.

I trust this covers the points you have raised within your email and should you wish to discuss this further please email or contact me as per below, if I do not hear from you by 23rd August 2019 I will consider your concerns to have been addressed.

Regards,

[REDACTED]

[REDACTED]

**11.09.19 – second response to objector (email)**

Good afternoon,

Further to my email below I would be very grateful if you can confirm to us by email/letter that you are happy to withdraw your objection to the Safer Routes to School Scheme for Pennyland Primary School.

If you still wish to pursue your objection, there is a statutory process that is required to be undertaken, meaning the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

I do hope that you are willing to withdraw your objection at this current stage, prior to committee (we are required to have written evidence of your withdrawal).

If you wish to discuss your objection further, I can be contacted by email on [REDACTED] or telephone on [REDACTED].

I look forward to hearing from you.

Regards,

[REDACTED]

[REDACTED]

**01.10.19 - Third response to objector (letter)**

[REDACTED]

Please ask for: [REDACTED]  
Email: road.safety@highland.gov.uk  
Our Ref:  
Date: 1<sup>st</sup> October 2019

Dear [REDACTED],

**PENNYLAND PRIMARY SCHOOL SAFER ROUTES TO SCHOOL (SRTS) PROPOSALS**

Further to our emails to you of 13.08.19 and 11.09.19, as we have yet to hear from you, the purpose of this letter is to request confirmation from you that you are happy to withdraw, or otherwise, your objection to the proposed SRTS Scheme for Pennyland Primary.

To make this easier for you please complete the tear-off slip below, as soon as you can, and return it to us in this pre-paid envelope enclosed.

As per our email to you of 11.09.19, we confirm that should you still wish to pursue your objection, the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

If you wish to discuss your objection further, I can be contacted by email on [lisa.mackellaich@highland.gov.uk](mailto:lisa.mackellaich@highland.gov.uk) or telephone on 01463 702009. I look forward to hearing from you.

Yours sincerely,



[REDACTED]

✂-----✂-----✂-----

Pennyland Primary SRTS

I confirm **I am happy to withdraw my objection / I wish my objection to stand and be heard at Committee** (delete as appropriate)

Signature:

Date:

**Outstanding Objector 2**

**05.08.19 – email from objector**

Dear [REDACTED]

Regarding the letter you sent regarding safer routes to school scheme Pennyland Primary. On looking at the maps the issues I have are the crossing in Castlegreen Road, If the occupants of the homes in these streets are not going to be able to park cars there where are they going to park. The residents in Trostan Terrace use a car park at the end of the street as we are unable to park in front of our house, as the moment we have problem as it is with other residents using this car park even one guy who parks his car there to catch the bus who doesn't even live in this area. I know when the scheme was built in the 50's nobody had cars them same as they do now where most home owners have more than one car. (I used to but not now)

Trostan Road one way is a good idea I have no problem with that, but I do have a problem with the railing that is going to block anybody taking a vehicle in to Trostan Terrace from that side. I know vehicles are not supposed to come in but sometimes you have no option where it be workmen coming in or in my case my late partner broke his leg and there was no way he could walk to the end of the street so had to take the car in to collect him.

Regarding the barrier on the path what is stopping the bairns from using the other path or the grass???

This school has been here over 50 years so why now has this suddenly appeared.

Kind regards

[REDACTED]

**13.08.19 – first response to objector (email)**

Good morning,

Many thanks for your email below.

Taking your points into consideration we are happy to remove the proposed pedestrian barrier from the side of Trostan Terrace your property is on. This way you will still have vehicle access to your residence should this be required. See attached the amended plan showing the removal of this barrier at your request.

I can confirm that the school and parents approached the Road Safety Team with regards to concerns they had re the safety of pupils travelling to and from Pennyland Primary School. They are keen to promote active travel to/from school however wish to make safety improvements in these 2 key areas on the routes to school as part of this initiative. The raised table crossing points will provide the pupils with focussed safer crossing locations whilst helping to reduce vehicle speeds. The one way on Trostan Road will reduce vehicle conflict and congestion making the road safer for all road users.

I trust this covers the points you have raised within your email and should you wish to discuss this further please email or contact me as per below, if I do not hear from you by 23rd August 2019 I will consider your concerns to have been addressed.

Regards,  
[REDACTED]  
Road Safety Team

**11.09.19 – second response to objector (email)**

Good afternoon,

Further to my email below I would be very grateful if you can confirm to us by email/letter that you are happy to withdraw your objection to the Safer Routes to School Scheme for Pennyland Primary School.

If you still wish to pursue your objection, there is a statutory process that is required to be undertaken, meaning the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

I do hope that you are willing to withdraw your objection at this current stage, prior to committee (we are required to have written evidence of your withdrawal).

If you wish to discuss your objection further, I can be contacted by email on [REDACTED] or telephone on [REDACTED].

I look forward to hearing from you.

Regards,  
[REDACTED]  
Road Safety Team

**01.10.19 - Third response to objector (letter)**

[REDACTED]

Please ask for: [REDACTED]  
Email: road.safety@highland.gov.uk  
Our Ref:  
Date: 1<sup>st</sup> October 2019

Dear [REDACTED],

**PENNYLAND PRIMARY SCHOOL SAFER ROUTES TO SCHOOL (SRTS) PROPOSALS**

Further to our emails to you of 13.08.19 and 11.09.19, as we have yet to hear from you, the purpose of this letter is to request confirmation from you that you are happy to withdraw, or otherwise, your objection to the proposed SRTS Scheme for Pennyland Primary.

To make this easier for you please complete the tear-off slip below, as soon as you can, and return it to us in this pre-paid envelope enclosed.

As per our email to you of 11.09.19, we confirm that should you still wish to pursue your objection, the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

If you wish to discuss your objection further, I can be contacted by email on [REDACTED] or telephone on [REDACTED]. I look forward to hearing from you.

Yours sincerely,

[REDACTED]

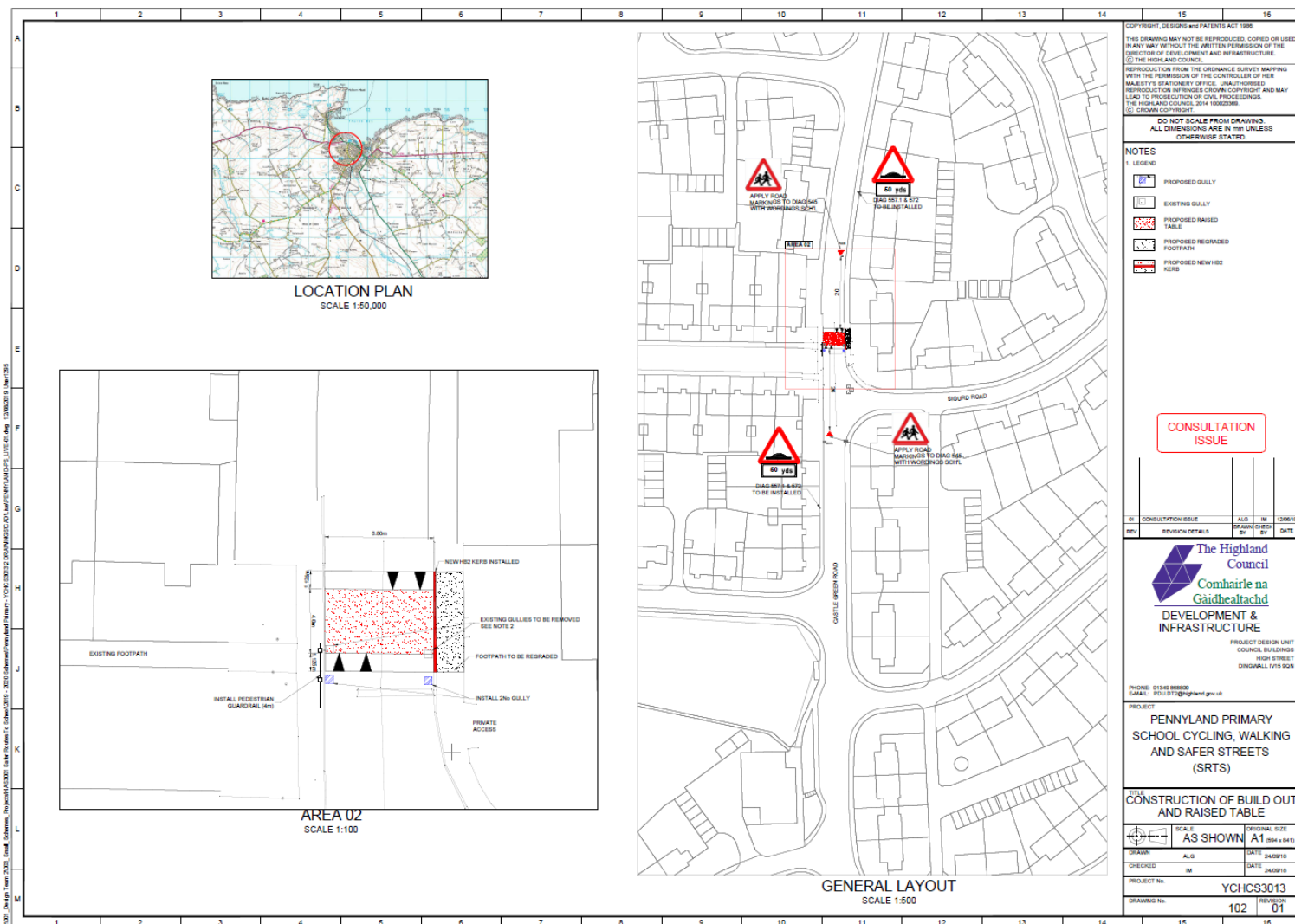
✂-----✂-----✂-----Pennyland Primary  
SRTS

I confirm **I am happy to withdraw my objection / I wish my objection to stand and be heard at Committee** (delete as appropriate)

Signature:

Date:

# Proposed Safer Routes to School Plan Castlegreen Road



## Summary of outstanding objections Castlegreen Road

Person/ Organisation	Date Objection Received	Date Objector was written to by Council	Summary	Officer Comment
Outstanding Objector 1	26.07.19	13.08.19 - email 12.09.19 - email 01.10.19 – letter  <i>No acknowledgement received</i>	Raised concerns regarding: <ul style="list-style-type: none"> <li>Proposed Railings as concerned these would restrict access to their property</li> <li>Raised table – does not feel there is a speeding issue</li> </ul>	<ul style="list-style-type: none"> <li>Railings removed from proposal and objector informed of this</li> <li>Purpose of the raised table to act as a crossing point highlighted to objector.</li> </ul>
Outstanding Objector 2	05.08.19	13.08.19 - email 11.09.19 - email 01.10.19 – letter  <i>No acknowledgement received</i>	Raised concerns regarding: <ul style="list-style-type: none"> <li>Priority give way element of the raised table. Felt there should still be two way traffic flow following introduction of the traffic calming feature.</li> </ul>	<ul style="list-style-type: none"> <li>Priority give way removed from the proposal to maintain two way traffic flow.</li> </ul>

## Outstanding objections correspondence Castlegreen Road

### Outstanding Objector 1

**05.08.19 – email from objector**

Dear [REDACTED],

i am writing to you today as i would like to raise some concerns that i have for the proposal of a priority give way raised table on Castlegreen Road, in fact right outside my house.

Firstly, the plans are not detailed enough in scale of how close to my drive this one way priority raised table is going to be.

the concerns i have on this are:

will i still be able to access my drive?

if i want to extend my drive in the future, will i get planning permission? as i am sure you are aware parking on this street is horrendous and it is something that i would want to do in the future to help ease this problem.

will this decrease the value of my property?

i am 100 percent in agreement that there has to be a solution to the inconsiderate parking that is done on this street, especially at school crossing times as i have witnessed the crossing patroller (Barbara) navigate children across the road while cars are parked in her way, but i think a raised one-way system is not the answer. during school times there will be a crossing patroller there to help the children cross the road but what about when no one is there. Do you not think it would be more confusing for a child to cross the road with this in place? Can i go half way? which car is going to go first? do i go first?

the main swing park and shop are all on the other side of Castlegreen Road so having a zebra crossing in place would be a great benefit to the children and the wider community. i also think all of Pennyland Estate should of been asked on their views rather than a just a handfull of households in close vicinity to the proposal. Would a simple solution of a zebra crossing not be more suitable.? it would benefit the whole estate.

At present there is no signs or any evidence that this is a school area/crossing. no 20 mile a hour sign. no school crossing sign, no markings on the road. there is nothing in your plans that these are to be implemented.

I thank you for taking the time to read my concerns and i would be more than willing to meet yourself or representative to discuss my concerns.i look forward to hearing from you

Kind Regards

[REDACTED]

**13.08.19 – first response to objector (email)**

Dear [REDACTED],

Thank you for your email regarding the proposed Safer Routes to School Scheme for Pennyland Primary School.

I have attached an updated plan to this email which has had some changes as a result of consultation, if you are unable to open this electronic copy please let me know and I would be happy to post a large copy out to you. The new feature is still a raised crossing point but the

priority give way has been removed and the crossing has been moved slightly further away from your driveway opening.

The access to your current driveway will be unaffected by the raised crossing, it will however limit how far you would be able to extend the opening to your drive in the future on that side.

With regards to the scheme effecting the value of your property I would be unable to answer that you would need to seek appropriate advice from a professional in that field.

This type of raised crossing has been used effectively elsewhere in Highland, the raised nature of the crossing reduces vehicle speed on the approach to the crossing, provides a nominated place for pedestrians to cross and helps to provide a clear space with no parked vehicle. When the raised crossing is installed Stop Look Listen markings are installed on the pavement edge to highlight to pedestrians they do not have right of way. This scheme will provide a safer crossing environment clear of parked vehicles for the School Crossing Patroller (SCP), it will also calm traffic and provide safer facilities for crossing when the SCP is not in operation.

Unfortunately due to the way that formal crossings like the Zebra you mentioned are assessed this area does not meet the vehicle or pedestrian flows required to justify a formal crossing which is why the raised nominated crossing point has been proposed. With regards to signage there should already be a Children sign with a Patrol sub plate on either approach to this location for the SCP if this is not then it will be rectified, the children warning signage has also been added on the carriageway on either approach to the crossing point in this amended proposal.

I trust this covers the points you have raised within your email and should you wish to discuss this further please email or contact me as per below, if I do not hear from you by 23rd August 2019 I will consider your concerns to have been addressed.

Regards,

██████

Road Safety Team

#### **11.09.19 – second response to objector (email)**

Dear ████████,

I hope this finds you well.

I am pleased to confirm that we have had confirmation back from our Planning colleagues pertaining to your query re future planning permission with regards to any extension of your existing driveway. They came back to us with the following:

**‘As this is not a classified road and the access is existing then this could be done without the need of planning permission and under permitted development’.**

With this in mind, and further to my email below, I would be very grateful if you can confirm to us by email/letter that you are happy to withdraw your objection to the Safer Routes to School Scheme for Pennyland Primary School.

If you still wish to pursue your objection, there is a statutory process that is required to be undertaken, meaning the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

I do hope that you are willing to withdraw your objection at this current stage, prior to committee (we are required to have written evidence of your withdrawal).

If you wish to discuss your objection further I can be contacted by email on [redacted] or telephone on [redacted].

I look forward to hearing from you.

Regards,  
[redacted]  
Road Safety Team

**01.10.19 - Third response to objector (letter)**

[redacted]

Please ask for: [redacted]  
Email: road.safety@highland.gov.uk  
Our Ref:  
Date: 1st October 2019

Dear [redacted],

**PENNYLAND PRIMARY SCHOOL SAFER ROUTES TO SCHOOL (SRTS) PROPOSALS**

Further to our emails to you of 13.08.19 and 11.09.19, as we have yet to hear from you, the purpose of this letter is to request confirmation from you that you are happy to withdraw, or otherwise, your objection to the proposed SRTS Scheme for Pennyland Primary.

To make this easier for you please complete the tear-off slip below, as soon as you can, and return it to us in this pre-paid envelope enclosed.

As per our email to you of 11.09.19, we confirm that should you still wish to pursue your objection, the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

If you wish to discuss your objection further I can be contacted by email on [lisa.mackellaich@highland.gov.uk](mailto:lisa.mackellaich@highland.gov.uk) or telephone on 01463 702009. I look forward to hearing from you.

Yours sincerely,

[redacted]

✂-----✂-----✂-----Pennyland Primary  
SRTS

I confirm **I am happy to withdraw my objection / I wish my objection to stand and be heard at Committee** (delete as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Outstanding Objector 2**

**31.07.19 – email from objector**  
Further to your letter dated 9th July and my telephone conversation with [redacted] this afternoon I'd like to confirm my objection to the proposals relating to Castlegreen Road.



My particular objection is to the priority give way part of the proposal which I believe will create more problems than it will solve and is unnecessary in reducing the width pupils have to cross as there is a crossing patrol person to halt traffic in both directions while pupils cross.

Kind regards

██████████

**13.08.19 – first response to objector (email)**

Dear ██████████,

Thanks for your email below.

As a result of this first round of consultation and the concerns raised by residents we have carried out a redesign of the scheme on Castlegreen Road which removed the priority give way aspect of the raised crossing. The raised table has been retained to provide traffic calming and a nominated crossing point.

I trust this covers the points you have raised within your email and should you wish to discuss this further please email or contact me as per below, if I do not hear from you by 23rd August 2019 I will consider your concerns to have been addressed.

Regards,

██████████

**11.09.19 – second response to objector (email)**

Good afternoon,

Further to my email below I would be very grateful if you can confirm to us by email/letter that you are happy to withdraw your objection to the Safer Routes to School Scheme for Pennyland Primary School.

If you still wish to pursue your objection, there is a statutory process that is required to be undertaken, meaning the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

I do hope that you are willing to withdraw your objection at this current stage, prior to committee (we are required to have written evidence of your withdrawal).

If you wish to discuss your objection further I can be contacted by email on ██████████ or telephone on ██████████.

I look forward to hearing from you.

Regards,

██████████

**01.10.19 - Third response to objector (letter)**

██████████  
██████████  
██████████

Please ask for: ██████████  
Email: road.safety@highland.gov.uk  
Our Ref:  
Date: 1<sup>st</sup> October 2019

Dear ██████████,

**PENNYLAND PRIMARY SCHOOL SAFER ROUTES TO SCHOOL (SRTS) PROPOSALS**

Further to our emails to you of 13.08.19 and 11.09.19, as we have yet to hear from you, the purpose of this letter is to request confirmation from you that you are happy to withdraw, or otherwise, your objection to the proposed SRTS Scheme for Pennyland Primary.

To make this easier for you please complete the tear-off slip below, as soon as you can, and return it to us in this pre-paid envelope enclosed.

As per our email to you of 11.09.19, we confirm that should you still wish to pursue your objection, the next stage of this formal process is for your objection to be heard by the Elected Members at the Local Area Caithness Committee Meeting being held on 19th November 2019. Copies of all correspondence pertaining to your objection will be contained within the papers that go to this Committee.

If you wish to discuss your objection further I can be contacted by email on [REDACTED] or telephone on [REDACTED]. I look forward to hearing from you.

Yours sincerely,

[REDACTED]

✂-----✂-----✂-----Pennyland Primary  
SRTS

I confirm **I am happy to withdraw my objection / I wish my objection to stand and be heard at Committee** (delete as appropriate)

Signature:

Date: